

GENERAL SUBJECT:		NUMBER:
Revision Procedure		MD 268-06
SPECIFIC SUBJECT:		DATE:
Input Concerning Materials Division Policy and Instructions		Feb. 27, 2006
input concerning materials bivision Folicy and instructions		reb. 21, 2000
DIRECTED TO:	SIGNATURE:	
District Administrators	Andrew Mergenmeier, PE	
District Administrators	Signature on original copy of memorandum	

To provide clarity in the process by which the Materials Division makes changes to Policy and Instructions, the following revisions are made.

Amend Section 103 Input Concerning Materials Division Policy and Instructions with:

Add <u>Section 103.01 Improvement Recommendations</u> as the title to the first paragraph

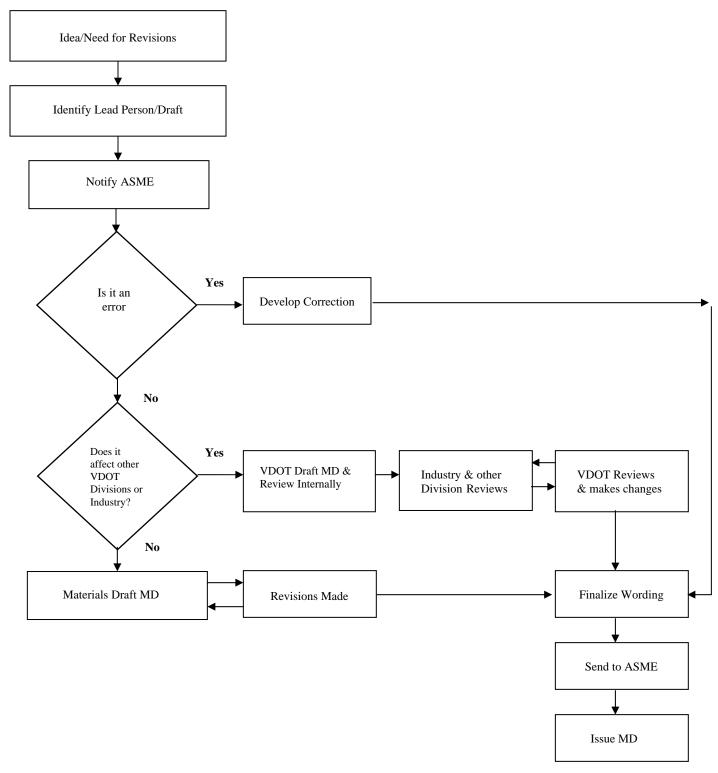
Add Section 103.02 Process for Revisions

The process for making changes to the Materials Division Manual of Instructions is intended to involve all elements that may be impacted by a change or revision. While no process can be entirely inclusive, as well as address every situation, the following approach is to be used as a baseline when making changes.

- 1. The idea/need for a revision or change is observed by any person.
- 2. A lead person (owner) of the change is identified and creates a draft.
- 3. The Assistant State Materials Engineer (ASME) is notified on behalf of the State Materials Engineer (SME) and recommends to pursue or not to pursue the change/revision. The ASME will track the progress of the proposed change, but the owner is responsible for ensuring all affected entities are involved in the development process and that the changes are consistent with Section 103.03.
- 4. Errors that are obvious and do not impact operations can be changed and a Materials Division Memorandum (MD) is issued.
- 5. Changes that affect other Divisions or industry, will be first drafted by the owner of the change, reviewed by the ASME, and then sent out to the affected parties for review and comments by the owner, this then becomes an iterative process until the document is complete. The MD is then sent to the ASME for review for issuance by the SME.
- 6. Changes that only impact the Materials Division are reviewed internally until the document is complete and then the MD is sent to the ASME for review before issuance by the SME.

To provide a succinct, visual depiction of the process, the following flow chart illustrates the process.

FLOW CHART REVISIONS TO THE MATERIALS MANUAL OF INSTRUCTIONS



Add Section 103.03 Issuance of Materials Division Memorandum

The Materials Division Memorandum, often referred to as an MD, is used to make modifications or changes to the Materials Manual of Instructions as well as highlight those changes; it can also be used to convey information, direction and interpretation of policy that may not necessarily be in the Materials Manual of Instructions. The MD supersedes the portion of the Manual that has been changed. The MD will be posted on the Internet for a year, until the change is made in the Manual itself. MDs that are general communication will remain active indefinitely, unless there is a sunset clause.

The MD is issued on a template, and is only signed by the State Materials Engineer. It is assigned a number indicating the number of the memorandum and the year it was issued. For example MD 249-05 is the 249th MD that has been issued, and it was issued in the year 2005.

Changes that are made to the Manual are to be kept to a minimum. To preface the MD when changes are made, a summary of changes will be included. When changes are necessary, only the areas that need to be changed will be revised. In the text of the MD, it shall include the old section that is being revised, and the MD shall also include the new section to show what is being changed. The complete replacement of a section shall be avoided when possible. The old section will be shown as being lined out, the new section will be presented in italics and the existing section shall remain as is. This may be demonstrated as the example below:

Summary of Changes:

- Inclusion of Geologist's recommendations for scour
- Revision of distribution of Bridge Coring (BC) reports

Revise **SECTION 309 SUBMITTAL OF REPORTS** second paragraph as follows:

For bridge site investigations, computer disk of CADD information, drill logs and reports will be submitted to the Central Office *Divisions of Bridge Division Location and Design (Hydraulics Section) and Materials* with the BC report, and the Materials Division. The BC report may address the potential scouring based on the Geologists' historical knowledge of the behavior of the native soils to be found within the streambed.

The above paragraph shows what is unchanged by the normal text, the deleted section has the text that has been struck through and the new text is in italics.

All changes to the Manual of Instructions will be complete, including updating labels, references and indexes. Elements of a change that include units will have dual units, with English units being primary and metric units being secondary in parenthesis. The format of the changes will follow the existing format of the text. When new sections are added, the format will be Times New Roman size 12.

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Commissioner
Chief Engineer
Division Administrators
Residency Administrators
District Materials Engineers
District Construction Engineers
District Maintenance Engineers
American Concrete Paving Association
NE Chapter, Southern Region

Virginia Asphalt Association Virginia Dept. of Minority Business Enterprise Virginia Ready-Mixed Concrete Association Federal Highway Administration Virginia Transportation Construction Alliance Precast Concrete Association of Virginia